

EMPLOYMENT OPPORTUNITY

1. RPA #	033-CCFC
ANALYST'S INITIALS	KR
DATE	06/06/06

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

2. CLASS TITLE Office Technician (Typing) will consider downgrade for recruitment purposes	3. POSITION NUMBER 319-001-1139-900	4. TENURE PERMANENT	5. TIME BASE Full Time	6. CBID R04
7. OFFICE OF CA Children and Families Com	9. LOCATION (CITY or COUNTY) SACRAMENTO		13. MONTHLY SALARY \$2510 TO \$3050	
8. SEND APPLICATION TO: California Children and Families Com 501 J Street, Suite 530 Sacramento, CA 95814 Attn: Gwen Atkins	10. WORKING HOURS MON - FRI, DAYS - 8:00 am – 5:00 pm			
	11. PUBLIC PHONE NUMBER (916) 323-2524			
	12. CALNET NUMBER (8)		14. FILE BY 06/19/06	

Under the general direction of the Education Administrator I, School Readiness Partnership Office, this position will provide support for professional staff and as needed for the Education Administrator, provide data input support for the School Readiness Funds and other fund sources, and provide other support for the School Readiness Partnership Office.

ESSENTIAL FUNCTIONS

Utilizing MS Word and Access, provide technical and clerical support in program areas to provide timely information on School Readiness program activities:

- Type documents from verbal instruction, handwritten notes, audio tapes, or typed drafts;
- Type detailed reports, letters, memos, PowerPoint slides and transparencies, technical assistance and guidance advisories, e-mail correspondence, and other documents.
- Perform quarterly data input for the School Readiness Partnership Office utilizing School Readiness application data submitted by County Commissions.
- Provide reports and updates as requested on School Readiness Program activities.

Utilizing MS Office, provide support for the School Readiness funding process and other contract processes to achieve accurate and timely program funding:

- Respond to inquiries from County Commissions and State and local partners;
- Assist with formatting and typing requests for funding/applications from County Commissions and related documents;
- Receive, date stamp and log applications, re-applications, annual progress and expenditure reports from County Commissions;
- Input application, re-application, annual progress and expenditure report information into a database to maintain a log and track progress status;
- Screen and flag applications, re-applications, annual progress and expenditure reports for minimum requirements as stated in the Request for Funding or other First 5 CCFC documents;
- Assist with the preparation of funding information for the review process and in response to inquiries regarding awards.

EMPLOYMENT OPPORTUNITY

1. RPA #	011-CCFC
ANALYST'S INITIALS	KR
DATE	06/06/06

2. CLASS TITLE Office Technician (Typing)	3. POSITION NUMBER 319-001-1139-900	4. TENURE PERMANENT	5. TIME BASE Full Time	6. CBID R04
---	--	-------------------------------	----------------------------------	-----------------------

Utilizing Outlook and State travel procedures:

- Screen all incoming correspondence for the School Readiness Partnership Office (SRPO) to determine appropriate routing.
- Maintain the calendar of the SRPO Administrator and independently schedule appointments according to priority to relieve the Administrator of administrative detail.
- Schedule travel arrangements for staff and process travel expense claim forms, travel advance request and excess lodging forms to ensure applicable State travel policies are followed.
- Schedule and handle the logistics for meetings, workshops, conferences, and other events including providing support materials, recording minutes, etc. to support SRPO program activities.
- Establish and maintain the SRPO office, program, and contract files including resource files and manuals to organize correspondence and resources for efficient access.

Utilizing MS Office and office equipment, to support SRPO program activities:

- Research and prepare documents for purchases and organize orders for office supplies.
- Perform copy work and duplication requests.
- Provide messenger service to other state agencies and local offices as needed.

MARGINAL FUNCTIONS

Participate in and support other Program Management Division and First 5 CCFC activities in furtherance of the First 5 CCFC Strategic Plan.

KNOWLEDGE AND ABILITIES

Knowledge of: Modern office methods, supplies and equipment; business English and correspondence; principles of effective training.

Ability to: Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance.

EMPLOYMENT OPPORTUNITY

1. RPA #	011-CCFC
ANALYST'S INITIALS	KR
DATE	06/06/06

2. CLASS TITLE Office Technician (Typing)	3. POSITION NUMBER 319-001-1139-900	4. TENURE PERMANENT	5. TIME BASE Full Time	6. CBID R04
---	--	-------------------------------	----------------------------------	----------------

REQUIRED QUALIFICATIONS

- Ability to: Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.
- Proficient with Microsoft Word

DESIRABLE QUALIFICATIONS

- Working Knowledge of Microsoft Access and Excel

SPECIAL PERSONAL CHARACTERISTICS

- A demonstrated interest in assuming increasing responsibility
- Ability to follow direction and handle multiple tasks
- Ability to take initiative and work both independently and as a team member

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

- Ability to use a computer
- Express ideas and information in written form clearly, succinctly, accurately, and in an organized manner; use English language conventions of spelling, punctuation, grammar and sentence and paragraph structure; and tailor written communication to the intended purpose and audience
- Function effectively under demanding and competing deadlines
- Occasionally bend, lift, and move file boxes, training materials and other items weighing up to 35 pounds in connection with duties (e.g., School Readiness application review processes, organizing/filing, etc.)
- Willingness to travel on occasion by car, bus, train or airplane